

TECHNICIAN VACANCY ANNOUNCEMENT

**HUMAN RESOURCE OFFICE
LOUISIANA NATIONAL GUARD
JACKSON BARRACKS
NEW ORLEANS, LA 70146-0330**

POSITION TITLE/SERIES & GRADE

**State Benefits Advisor,
70594000/80661000, GS-0301-09**

APPOINTMENT FACTORS

**EXCEPTED OFFICER/ WARRANT OFFICER
/ENLISTED
(E-7 & Above)**

ANNOUNCEMENT NO.

105-05

OPENING DATE

15 AUG 2005

CLOSING DATE

06 SEP 2005

LOCATION

**LANG-J1, Jackson Barracks
New Orleans, Louisiana**

SALARY RANGE

**\$41,772- \$54,300
PER ANNUM**

AREA OF CONSIDERATION: Officer, Warrant Officer, or Enlisted members (E-7 & above) serving in the Louisiana National Guard.

QUALIFICATIONS:

a. GENERAL EXPERIENCE: Experience, education or training which provided a general knowledge of the principles of organization, management, and administration.

b. SPECIALIZED EXPERIENCE: Twenty-four (24) months of experience, education or training which provided the candidate with the Knowledge, Skills and Abilities listed below.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- I. Knowledge of a wide range of U.S. Codes and U.S. Code of Federal Regulations, Veterans Affairs, Department of Defense (DoD), Department of Army (DA), Department of Air Force (DAF), and National Guard Bureau (NGB) laws, regulations, policies, and precedents sufficient to provide state level counseling of Veterans Affairs and TRICARE entitlements.**
- II. Knowledge of the rules and procedures that apply to the National Guard traditional and full-time employees, i.e., dual status(DS) Active Guard Reserve (AGR), Active Duty Special Work (ADSW), retirees, etc.**
- III. Skill in interpersonal relationships in order to interact with all levels of management, Guard members and their families on the delivery of benefits and entitlements.**
- IV. Skill in coordinating and negotiating with outside agency key officials i.e., Veterans Affairs, TRICARE, Veterans Service Organizations, etc., on highly controversial benefit issues and decisions.**
- V. Skill in oral and written communication in order to develop and present entitlement related programs and policies to management and Guard/family members and assist them in gaining acceptance and understanding of findings and recommendations.**

EVALUATION PROCESS: Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

NOTE: THIS POSITION REQUIRES FULL MEDICAL EVALUATION PRIOR TO PLACEMENT AS A TECHNICIAN.

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MILITARY ASSIGNMENT: Individual selected must be a member of the LAARNG or LA ANG and occupy ARNG OFF MOS: 04A or 05A; AIR OFF: 36PX; WO MOS: 420A or 670A, or ENL MOS: 75H or 91BX; ANG AFSC: 3SXXX or 4A0X1 prior to placement as a permanent technician. Excepted employees must wear the uniform prescribed by The Adjutant General and be enrolled in Direct Deposit (completion of FMS 2231) prior to placement as a technician. Acceptance of the position constitutes concurrence with these requirements as conditions of employment.

SUMMARY OF DUTIES: This position is located in the Joint Forces Headquarters - State, Manpower and Personnel Directorate (J-1) supporting all Army and Air National Guard members and their families. Provides information and assistance to Guard members and their families in understanding and obtaining benefits and services through Veterans Affairs and the military health system. Coordinates with appropriate Veterans Affairs, TRICARE, Veteran Service Organizations, and other resources to provide required information and assistance. Participates in the mobilization and demobilization process to brief/advise Guard members and their families on available entitlements and information resources. Counsels Guard members and their families on entitlements and/or directs them on where to find assistance on information such as: Veteran Affairs health, compensation and pay, education, vocational rehabilitation, life insurance, home loans, and burial benefits as well as TRICARE, Medicare, and Medicaid health benefits. Researches and resolves issues associated with these entitlements when Guard members and/or their family members encounter problems and don't know where to go or how to resolve them. Provides advice and counsel to the state Adjutant General, Governor, members of management; and coordinates with Family Program Office, Employer Support Groups, MPF, Medical Squadron, and MILPO regarding entitlements available through Department of Veterans Affairs and other entitlement and benefit programs. Provides basic or preliminary education and training to State Joint Forces Headquarters staff as to the entitlements available through the Veterans Affairs, TRICARE, and Veteran Service Organizations. Outlines the responsibilities of the State Benefits Advisor position; and how they can assist each other. Works with local, state, and Veterans Integrated Service Network (VISN) Veteran Affairs personnel to meet education and training requirements beyond incumbent's level of expertise. Analyzes and identifies barriers Guard members/family members experience in obtaining Veterans entitlements and works with appropriate Veterans Affairs personnel at the local, state and regional level and/or Veteran Service Organization personnel.

HOW TO APPLY:

a. National Guard technicians and members applying for vacancy must submit NGB Fm 300(LRA), OF 612/Resume, OF 306 (must accompany OF 612/resume), AGO LA FM 690-171-1 (Military Supplement) and AGO LA FM 690-171-2 (statement indicating how they attained and/or qualify in the Knowledge, Skills and Abilities listed previously). Applicants applying for initial appointment must submit DD Form 214 for periods of Active Military Service (Title 10) performed. All applications will be submitted to this headquarters, ATTN: LANG-J1-HT, Building 35, Jackson Barracks, New Orleans, La 70146-0330. Use of government postage paid envelopes for submission of applications is prohibited.

FAXED APPLICATIONS WILL NOT BE ACCEPTED FOR TECHNICIAN VACANCIES.

b. Applications must be received in this headquarters by the closing date indicated in this announcement. National Guard units or this headquarters will furnish necessary applications forms on request.

NOTE: SELECTEE MAY BE RESPONSIBLE FOR PAYMENT OF ALL PERMANENT CHANGE OF STATION TRAVEL AND TRANSPORTATION EXPENSES DEPENDING ON FUNDING, AVAILABILITY OR RELATIVE IMPORTANCE OF AND/OR REQUIREMENTS OF THE POSITION.

THIS ANNOUNCEMENT WILL BE GIVEN THE WIDEST POSSIBLE CIRCULATION AND A COPY WILL BE POSTED ON BULLETIN BOARDS THROUGH THE CLOSING DATE.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR THE ABOVE POSITION WITHOUT DISCRIMINATION FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PHYSICAL HANDICAP OR AGE WHICH DOES NOT INTERFERE WITH JOB ACCOMPLISHMENT OR NATIONAL GUARD MEMBERSHIP WHEN REQUIRED.

P.O.C. FOR ADDITIONAL INFORMATION: TSgt Latasha M. Goines~ (504) 278-8347/ DSN 485-8347

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